

National Aeronautics and  
Space Administration  
**NASA Shared Services Center**  
Stennis Space Center, MS 39529-6000



August 15, 2006

XD040

TO: NSSC Employees

FROM: Procurement Officer  
Director, Business and Administration Office

SUBJECT: Manual Process for Emergency Purchase Requests (PRs) and Purchase Card (P-Card) and Convenience Check Activity during Fiscal Year End

During year-end closing when the IEM core financial system is unavailable, an urgent need may arise which has to be initiated and processed outside of the system and the data entered when the system reopens. Manual emergency purchase requests may be accepted when the IEM core financial system is unavailable for an extended period of time, as long as they are prepared and submitted in accordance with the guidelines contained herein. It is anticipated manual processing will begin the week of September 25<sup>th</sup>, and continue until SAP becomes available to process Fiscal Year 07 actions.

In order to insure that your purchase can be made before the lock-down period begins, all PRs for purchases below \$25,000 must be received by September 15<sup>th</sup>. Purchases over \$25,000 must be coordinated with Mike Sweigart before the PR is generated. Mr. Sweigart can advise you as to whether the purchase can be completed before the lock-down period begins.

During the lock-down period, the NSSC Procurement Division will process only true emergency commitments that shall be obligated on a purchase order outside of the IEM core financial system. To facilitate these emergencies, should they arise, the attached Emergency Purchase Request (PR) Form (Encl. 1) shall be completed and forwarded by the requisitioner to the Procurement Division coordinator, Mike Sweigart.

Once the IEM core financial system is reopened, the B&A Office shall coordinate with the requisitioners to enter the emergency PRs into the system immediately. The requisitioners shall alert the Procurement Division coordinator, Mike Sweigart, to the assigned IEM core financial PR numbers to match to the emergency purchase orders that were issued. The assigned Buyer will enter the obligations into SAP and Data Entry immediately after the PR is received and assigned.

Additionally, while the IEM core financial system is unavailable, P-card holders may continue to make purchases utilizing the procedures outlined below:

P-card purchases shall be limited to only those deemed essential for the continuation of normal operations (i.e., essential training purchases for training events taking place during the IEM shutdown, office supplies from the on-site retail store, or acquisitions related to supporting Agency programs managed by the NSSC). In the event of an emergency, P-card purchases shall be authorized to support recovery efforts and follow the same procedures outlined within this document.

P-card holders shall receive and retain written confirmation from their Directorate's/Office's Business or Resource Manager that sufficient funds are available to pay for the anticipated purchase prior to making the purchase.

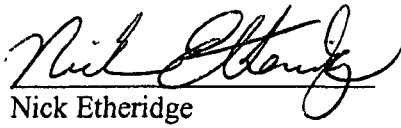
Managers within the individual Directorates/Offices are responsible for determining which purchases are "essential" and should be funded and purchased by the Directorate's/Office's P-Card holder(s) during this time period.

P-card holders shall maintain a manual log of all purchases made during this time period. The manual log should be similar and contain all the fields that the electronic log creates using the P-card system.

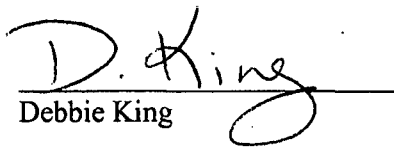
P-card holders shall be required to enter all purchases made into the P-card system once the IEM core financial system is operational.

Directorates/Offices are encouraged to limit the number of funded cardholder transactions to reduce the amount of manual data tracking and subsequent entries into P-card Solutions when the IEM core financial system reopens. Some transactions will have to be entered and reconciled during the same time period.

If you have any questions or need additional information, please call Mr. Sweigart at 228-813-6342.

  
Nick Etheridge

8/17/06  
Date

  
Debbie King

8/17/06  
Date

Enclosure:  
Emergency Purchase Request (PR) Form

# Emergency Purchase Request (PR) Form

## HEADER

HEADER TEXT			
Point of Contact Name:	Mail Code:	Phone:	Delivery Date:
Description of Item:			
Recommended Sources:			
Justification for processing PR as an emergency:			

**RELEASE STRATEGY / APPROVALS**

Director of Organization

Signature:

Date:

B&A Office (I certify that funds in the amount of \$ \_\_\_\_\_ are  
available to cover item listed on this document).

Signature:

Date:

Procurement Officer

Signature:

Date:

# Electronic Purchase Requisition Entry Form

## Item Overview

[illegible]

## Electronic Purchase Requisition Entry Form

### Item Details

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